

MIDDLE ATLANTIC PERSPECTIVE

Newsletter of the National Network of Libraries of Medicine

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by Mary Mylenki, Associate Director

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Happy Fall! Like just about everyone else, I can hardly believe how quickly the summer has flown by and that we are well into the busy fall season. This past summer was, of course, especially noteworthy for the inauguration of the New DOCLINE and do-it-yourself Web-based SERHOLD updating. This complex program by and large came in very smoothly, and we hear many, many positive responses about the new features available to you. See the article elsewhere in this issue for some tips and reminders. If you have questions or need help, there is a new tutorial available on the NN/LM web site at http://www.nnlm.nlm.nih.gov/train/tutor/docline/ And of course you can always call Joanne (or any other member of the NN/LM MAR staff.) We were also excited about the introduction of FreeShare, which allows you even greater access to libraries all over the country which are willing to fill your requests reciprocally, saving you real money.

Consumer health information is another hot topic within the RML office and the NN/LM in general. We were happy to welcome Erica Burnham as our new Consumer Health Information Coordinator, and many of you can look forward to working with her as we continue to develop collaborations between health sciences and public librarians. If you have ideas, please feel free to contact Erica to discuss potential cooperative projects. There are a number of ways in which NLM and the NN/LM can provide support. Many of the consumer projects introduced under the heading of "Access to Electronic Health Information for the Public" are proceeding very well. Public librarians have been enthusiastic about the training they have received. You can also look for renewed activity in the sphere of information for public health professionals, as well.

So for now, welcome to the new season. We look forward to seeing you in person as the fall round of meetings gets into full swing.

NATIONAL ONLINE TRAINING CENTER'S 2001 SCHEDULE

by Mary VanAntwerp, Online Analyst, and Maureen K. Czujak, Assistant Director, NOTC

The Year 2001 training schedule of the National Online Training Center has been announced. At this time the NOTC is only announcing the January-April schedule of classes due to pending negotiation of the National Network of Libraries of Medicine online training contract. The remainder of the classes for 2001 will be announced later in the year.

The January - April 2001 training schedule and class descriptions along with the remainder of the year 2000 classes may be found at the National Online Training Web site (http://www.nnlm.nih.gov/mar/online).

If you decide to register for one of the classes, please read through the class descriptions carefully, and decide which class fulfills your needs. The classes are filled on a first come first served basis. If a class is full, applicants will be registered for their second choice and be put on a waiting list for their first choice. All registrants receive a confirmation notice. If this is NOT received within a TWO WEEK period of submission of the request, please contact Mr. Charles Rapisarda at crapisarda@nyam.org or call 1-800-338-7657 and press "2" at the prompt.

All applicants will receive a packet of information pertaining to the site of the class 3-4 weeks prior to the date of the class.

Certain sites fill rapidly, often creating a waiting list. In order to help the Training Center to provide training opportunities to as many people as possible, please notify the Training Center if you have to cancel your registration. The more advance notice given, the more likely it is that someone else may take the available space. It is extremely disappointing to see empty seats that could have been occupied by individuals from the waiting list.

Cancellation Policy

The NOTC will adhere to the policy pertaining to the minimum number of applicants for a class to take place. Four weeks before the class, if there are fewer than 12 individuals registered, the class will be canceled. The Training Center cannot afford to conduct classes for less than the minimum number.

Questions/More Information

If you have questions or need information, please contact the National Online Training Center

notc@nyam.org 800-338-7657 (press 2) or 212-822-7396

DOCUSER-A PLEA

by Joanne Jahr, Network Programs Coordinator

The new DOCLINE® allows one a great deal of flexibility in managing one's records; however, with empowerment comes responsibility. It is **you** who are responsible for emending, updating and correcting your DOCUSER records, including: your Document Delivery and Institutional addresses (remembering to include the Congressional District and County it's located in, e.g, Oneida, Warren, Thompson, Bergen, Allegheny, New York, etc.); the ILL information (especially your Charges, Delivery Methods, Loansome Doc, Routing Profile, and Routing Table screens); **all** of your contact screens (even if it means entering the same name, phone/fax/email information 5 times); and the three screens under the Services tab (which many seem to have neglected).

If you change email providers, you must correct your email address in the various screens where it appears. If your fax number changes, you must correct all of the appropriate screens. If you increase your ILL charges, you must update your record. The information contained in DOCUSER is only as good as the information entered by each individual library. Incorrect or incomplete information slows down the ILL process.

continued on p 5

(Also see related article page 4)

PRINT NEWSLETTER TO BE DISCONTINUED

This is a reminder that as of the end of this year, the RML will cease publishing the paper copy of the *Middle Atlantic Perspective*. The newsletter has been available in both hard copy and web versions for several years.

Effective January 2001, it will be available only on the regional web page (http://www.nnlm.nlm.nih.gov/mar/perspec/index.html). Web publication of each issue will be announced on the MARL listserv. If you have difficulty accessing the web copy, please contact the RML office for assistance. Start looking at it now--get ready for the change!

NLM TECHNICAL BULLETIN 2000

The following articles from the current *Technical Bulletin* are available on the Web at: http://www.nlm.nih.gov/pubs/techbull/tb.html

2000 July - August; 315

Hands On - Using Limits in a PubMed Search - e1 NLM Online Training Program: January - April 2001 - e3 MEDLINE plus Site Redesigned - e4 OLDMEDLINE Database Moves Back in Time - e5

Technical Notes - e2:

New Sort Capability Added to PubMed New LinkOut Display Format in PubMed Toxicology: New Subset for PubMed Searching

NEW DOCLINE PARTICIPANT ADDENDUM

The most recent institutions activated in DOCLINE are:

LIBID	INSTITUTION
NJ NJUBPC (Old LIBID: 07652C)	Bergen Regional Medical Center Paramus, NJ
NJUHCH (Old LIBID: 07804A)	Hackettstown Community Hospital Hackettstown, NJ
NJUSPA (Old LIBID: 07055A)	St. Mary's Hospital Passaic, NJ
NJUVON (Old LIBID: 07939A)	VA New Jersey Healthcare System / Lyons Campus Lyons, NJ
PA PAUVBP (Old LIBID: 16001A)	Butler VA Medical Center Butler, PA
PAULOP (Old LIBID: 17604D)	Community Hospital of Lancaster Lancaster, PA
PAUWNS (OldLIBID: 16335A)	Meadville Medical Center Meadville, PA
PAUCQK (Old LIBID: 18049A)	Rodale, Inc. Emmaus, PA

DOCLINE REVIEW AND REMINDERS

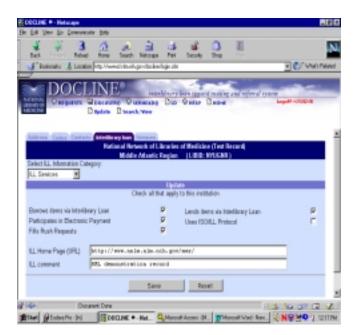
DOCUSER>UPDATE>INTERLIBRARY LOAN

Note that the ILL tab opens on Charges. Please fill in all charges and comments as needed and click on SAVE at the bottom of the screen.



ILL SERVICES

You may have noticed the word EPAYMENT near the words "Journal Copy" at the top of a DOCLINE request. This indicates to the lending library that the borrower belongs to a regional electronic payment system which, in the case of Regions 01 and 08, means EFTS. The reasoning behind this is that libraries needn't type EFTS in the comments field on their routing profile. If you are an EFTS participant, the box should already have a check mark in it. Note the "uses ISO/ILL Protocol." Once the protocol is operational, users of QuickDOC, OCLC, Pigasus, Clio and other front-end ILL products will have to go into their records and check that box. Until then, leave it blank; a notice will be posted to MARL when the ISO/ILL protocol is activated.



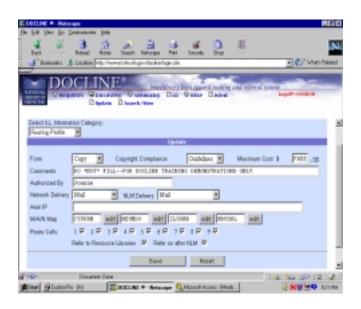
LOANSOME DOC

While network members are not required to provide Loansome Doc services, we strongly encourage you to do so. If you provide such services, please look at the Loansome Doc information and correct and amend as necessary.



ROUTING PROFILE

Just as the address information that appears in your DOCUSER record is the default for the Document Delivery address, the information that appears in your routing profile is the default for your routing instructions—so update it carefully. If you leave the maximum cost at FREE, any request you make that is routed to a library that charges will be rejected for cost (CST). NLM currently charges \$9.00; the Resource Libraries, of which there are 148 throughout North America, can charge up to \$11.00, though some charge less.



ILL department is out with the flu; the librarian is on vacation; the library is getting a much-needed paint job, etc., contact the MAR office. We can deactivate your record so incoming loans won't sit for 24 hours before being rerouted. If you have any questions or wish to temporarily suspend your DOCLINE participation, please contact Joanne Jahr at (212) 822-7352 or jjahr@nyam.org



ROUTING TABLES: Deactivated Libraries

When you look at your DOCLINE Routing Table, you may see, as in the example below, a number of libraries in ALL UPPER CASE LETTERS, e.g., Antioch New England Graduate, as well as a number of LIBIDs in brackets and lower case letters, e.g., [maunoh], [njucfl]. If the institution name is in ALL CAPS, it means the DOCUSER record has not been corrected to initial caps and lower case letters. If the LIBID is in lower case and brackets that means the library is currently not an active DOCLINE participant. The RMLs now have the ability to deactivate a library's DOCLINE participation. If you will not be staffed for at least a week, e.g., the entire

DOCUSER - A PLEA (continued from p 2)

If you have not touched your DOCUSER record since NLM made the transition from the old system to the new, please make the necessary changes and corrections. If you need help, call me. We can walk through the process screen by screen over the phone. I can be reached at (800) 338-7657 or directly at (212) 822-7352 or jjahr@nyam.org

NLM INTRODUCES NEW CUBBY SYSTEM FOR PUBMED USERS

A new feature of the Entrez database system called the "Cubby" was unveiled on September 8, 2000. The Cubby is designed to serve as a personalized space that will allow a user to store searches and to customize the types of links that will be displayed during any of their PubMed sessions. Users must sign up to use the Cubby and will need to login to the Cubby during PubMed sessions when they wish to utilize its services.

A more detailed explanation of the Cubby can be found in the article below.

HANDS ON: REGISTERING FOR THE PUBMED CUBBY

By Margaret McGhee, MEDLARS Management Section, NLM Tech Bull. 2000 Sep-Oct;(316):e3.

This is the first in a series of Hands On Cubby articles. The next Hands On Cubby will show you how to store searches. For a complete overview of the Cubby, see Cubby help.

The Cubby, a new service for PubMed and the other Entrez databases, stores information for you. The two features the Cubby currently provides are:

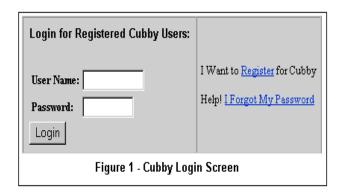
- 1. Stored Searches
- 2. LinkOut Preferences

In order for the Cubby to store information specific to you, it must be able to recognize you. This is done by registering a User Name and Password which you use to Login to the Cubby.

In this Hands On we show you how to create your Cubby account by registering for the Cubby. We also show you what to do if you've forgotten your password or want to change it as well as how to login and log out of the Cubby.

Registering for the Cubby

Click on Cubby from the PubMed sidebar. Then click "I Want to **Register** for Cubby." (See Figure 1)



On the Cubby Registration screen (see Figure 2) create the following information, then click **Register**:

- 1. User Name (3 10 characters)
- 2. Password (6 8 characters)
- 3. Retype your password
- 4. Mother's Maiden Name or Pet's Name (in the event you forget your password)

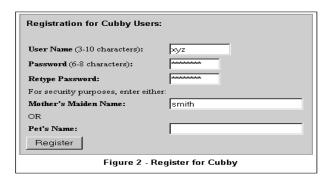
User Name, Password and security word (e.g., Mother's Maiden Name or Pet's Name) are all casesensitive. Make sure you enter these in a manner that you can easily remember.

Write down and save this information so that you can refer to it later. NLM does not store your User Name or Password.

Registration for Cubby Users	s:	
User Name (3-10 characters): Password (6-8 characters):	хуг	
Retype Password:	stolodolodolo	
For security purposes, enter eith	er:	
Mother's Maiden Name:	smith	
OR		
Pet's Name:		
Register		
Figure 2 - Register for Cubby		

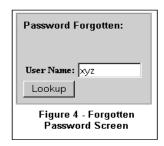
Logging In

You must login to access the Cubby or use Cubbysupported features (e.g., customized LinkOut displays). This login will remain active for 12 hours. If you've already registered, type your User Name and Password and click **Login** (see Figure 3).



Forgot Your Password?

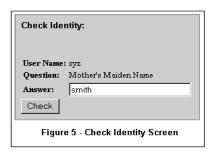
If you've forgotten your password, click "**Help! I Forgot My Password**." In the Password Forgotten box (see Figure 4) enter your User Name and click **Lookup**.



On the Check Identity screen (see Figure 5) enter your security word (e.g., Mother's Maiden Name or Pet's Name). Click **Check**.

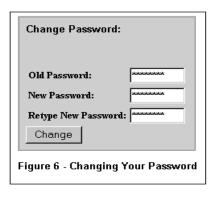
Once this information is verified, the Cubby assigns you a *new* Password. Make a note of your new Password as you will need it to Login to the Cubby, and you will also need it if you want to change your password to something you can easily remember.

If you forget your User Name, the Cubby cannot assist you. You may re-register under a new name; however, you will have to store your searches and specify your LinkOut preferences again.



Changing Your Password

Select Change Password from the Cubby sidebar and enter your old password and new password (see Figure 6) retype your new password, then click **Change**.



Log Out

Click Log Out from the Cubby sidebar to end your Cubby session. Your Login will remain active for 12 hours, unless you Log Out.

Stay Tuned

Look for the next Hands On that will provide stepby-step instructions for storing searches.

NEW TUTORIAL AVAILABLE

A CD-ROM Tutorial on the National Guideline ClearinghouseTM is now available. The tutorial takes you on a tour of the NGC web site and provides information on how to get the most out of your search for specific guidelines. It provides information on how to utilize the many links that exist on the site and how to return to the NGC pages.

The National Guideline Clearinghouse is a comprehensive database of evidence-based clinical practice guidelines and related documents produced by the Agency for Healthcare Research and Quality (AHRQ) (formerly the Agency for Health Care Policy and Research [AHCPR]), in partnership with the American Medical Association (AMA) and the American Association of Health Plans (AAHP). The NGC mission is to provide physicians, nurses, and other health professionals, health care providers, health plans, integrated delivery systems, purchasers and others with an accessible mechanism for obtaining objective, detailed information on clinical practice guidelines and to further their dissemination, implementation and use. The web site is located at: http://www.guideline.gov

If you would like to have a copy of this instructional demo CD, contact the RML at 1-800-338-7657 (at the prompt, press 1) or email your request to dweyeneth@nyam.org. You may also make your request in DOCLINE by using the Manual function and prefixing to the RML in your routing instructions (delete any other institutions you may have listed on your M/A/N map). The LIBID for the RML is NYUGNR.

NN/LM, Middle Atlantic Region The New York Academy of Medicine 1216 Fifth Avenue New York, NY 10029

Phone: 212-822-7396 or 800-338-RMLS; Fax: 212-534-7042 E-mail: user name (first initial last name) followed by @nyam.org; url: www.nnlm.nlm.nih.gov/mar/

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